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OG-08-03-237

## MEMO

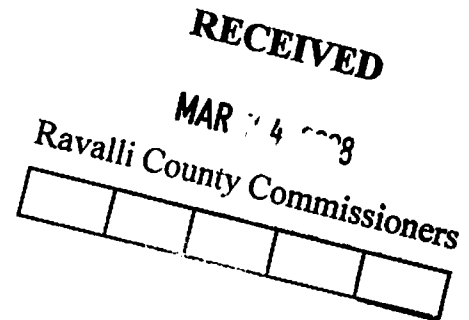
Date: March 21, 2008

To: Ravalli County Board of County Commissioners

Cc: Karen Hughes, Ravalli County Planning Director  
Ken Miller, Ravalli County GIS Director  
Mike Knutson, DNRC

From: Laura Hendrix, Ravalli County Floodplain Administrator

RE: LIDAR mapping RFQ consultant responses



The attached proposals have been submitted to Ravalli County in response to the LIDAR mapping consultants Request for Qualifications (RFQ) advertised last month. The four proposals will be reviewed and evaluated by a selection committee composed of the Ravalli County Board of County Commissioners, County personnel and Montana Department of Natural Resources and Conservation (DNRC) staff. The selection committee, with confirmation of the Board of County Commissioners, will invite the most qualified and experienced firms to participate in interviews and rank the firms based upon their qualifications and experience. Ravalli County will negotiate a contract, including a detailed scope of work, budget and schedule, with the firm that the County determines to be the most qualified. In the event that the County cannot successfully negotiate a contract with the selected firm, the County will negotiate a contract with the next most qualified firm. The County reserves the right to refuse all submittals and re-advertise at a later date.

Each firm's proposal shall be evaluated by the following criteria:

- Experience with LIDAR topographic mapping techniques, field surveying (ground control and breaklines), Digital Elevation Models (DEMs), and automated and manual post-processing of data.
- Knowledge and understanding of FEMA's Map Modernization Program and *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- Experience in the use of GIS applications related to topographic and flood hazard mapping within regions of similar geography, ground cover and watershed characteristics.
- Qualified professional team with appropriate background and experience to conduct the required work and produce deliverables on time and within budget. The selected consultant must be responsible for managing its team members, including subconsultants, as necessary.
- Any parties responsible for completing engineering or surveying work must have valid Professional Engineer (PE) and/or Professional Land Surveyor (PLS) licenses as required by the Montana State Board of Professional Engineers and Professional Land Surveyors.

Confirmation of selection committee members is pending. A meeting to discuss the selection committee and review process will be scheduled with the Board of County Commissioners in the near future.